



**Children and Families
Directorate**

School Crossing Patrol Policy

Updated January 2023

Document Control

Ownership & Review

Name	Beverley Brown
Title	School Crossing Patrol Manager
Telephone	07799657184
Email	Beverley.brown@redcar-cleveland.gov.uk

Name	Claire Skjelhaug
Title	School Crossing Co-ordinator
Telephone	07766360095
Email	claire.skjelhaug@redcar-cleveland.gov.uk

Approver	Sue Beevers
Review Date	06.01.2023

Version Control

Version	Date	Author	Changes
1.0	22.3.16	Bev Brown	No Changes
1.1	9.5.17	Bev Brown	No Changes
1.2	15.6.18	Bev Brown	Changes to appendix 1
1.3	9.7.19	Bev Brown	Changes to appendix, 1, 2 appendix 6
1.4	21.10.21	Bev Brown	Whole document updated
1.5	06.01.23	Bev Brown	Whole document updated

Distribution

Version	Date	Circulation
1.1	November 2021	SMT, DMT
1.2	January 2023	SMT, DMT

Contents

Document Control	2
1 Introduction	4
2 The School Crossing Patrol Service	4
3 Parents Responsibility	4
4 Authority to Stop Traffic	4-5
5 Criteria	5
6 Management	5
Responsibility for the Service	5-6
7 Operational Procedures	6
8 Uniform and Equipment	6
9 Appearance and Behaviour	6
10 Absence and Time Keeping	6
11 Training	7
12 Monitoring	7
13 Hazard Warning Lights (Wig Wags)	7
14 Reporting Incidents	7
15 Recruitment	8
16 Retention Periods	8
Appendix 1	9-11
List of Related Documents	12

1 Introduction

School Crossing Patrols are established to assist children to cross the road on their way to or from school. The patrol staff contribute not only to road safety, but by making routes feel safe, parents and children are encouraged to walk to school. This has sustainable travel, environmental and health benefits for our communities. It should be noted that parents remain responsible for ensuring their children are able to travel to school safely, whether or not the Council are able to provide safer routes or safer crossing facilities. The School Crossing Patrol Service is a non-statutory function. This policy is based upon the national standard produced by Road Safety GB entitled 'School Crossing Patrol Service Guidelines': Revised June 2022. The standards set out in these guidelines are nationally accepted as best practice and are considered appropriate by Redcar and Cleveland Borough Council as a framework when considering all issues relating to School Crossing Patrols.

2 The School Crossing Patrol Service

School Crossing Patrols were recognised in the UK by the School Crossing Patrol Act 1953 and instituted on 1 July 1954, through the School Crossing Patrol Order 1954. This allowed local authorities to provide School Crossing Patrols to assist children to cross roads on their way to and from school, between the hours of 8am and 4pm. This is a permissive function that is carried out at the discretion of the Highway Authority – Redcar and Cleveland Borough Council.

School Crossing Patrol sites are traditionally provided at those locations where children are at a higher risk from road traffic when walking to and from school. This is not necessarily directly outside school but could be anywhere on a route serving it.

The existing School Crossing Patrols cover 45 crossing locations (See Appendix 1) and employs 44 staff to assist the safety of children walking to and from school in Redcar and Cleveland. There are 9 recognised sites that are not covered due to resource pressures.

3 Parents Responsibility

The national guidelines are clear regarding the responsibility for the safety of children on the journey to and from school. Even where a School Crossing Patrol is provided, parents or guardians remain responsible for ensuring their children's safety, just as they do when a zebra crossing or pelican crossing is provided. Parents should not assume that the Council has the responsibility for the safety of their children on their journey to and from school.

4 Authority to Stop Traffic

The Road Traffic Regulations Act 1984 (Sections 26 and 28) defined the criteria for which a School Crossing Patrol has the power to stop vehicles. Since that time legislation has been updated and while very similar to the Road Traffic Regulations Act 1984, the Transport Act 2000 "*allows school crossing patrollers to cross any pedestrian who offer their selves to cross the road during patroller's duty times*". It also allows operating times to be determined by each Authority providing the service.

If drivers do not stop, the possible penalties include:

- a fine of up to £1000;
- three penalty points;
- disqualification.

Failing to stop for a uniformed School Crossing Patrol warden is an offence contrary to section 28(3) of the Road Traffic Regulation Act 1984 and Schedule 2 to the Road Traffic Offenders Act 1988.

Section 270 of the Transport Act 2000, which came into force on 30 January 2001, amended the 1984 Regulations to allow School Crossing Patrols to operate “*at such times as the authority thinks fit*”. Therefore, School Crossing Patrol Operatives may now work outside the hours of 8am to 5.30pm and can stop traffic to help anyone (child or adult) to cross the road.

Should a driver fail to stop for a School Crossing Patrol the School Crossing Patrol Operative would report the incident to the Manager and the Manager will report it to the Police.

5 Criteria

School Crossing Patrols provide a safer crossing facility in certain locations where a risk assessment has identified a need. The Council has adopted the national guidance for justification and establishments of sites.

Criteria for the establishment of School Crossing Patrol sites in accordance with Local Transport Note 1/95.

The criteria for the establishment of a school crossing patrol site uses a formula known as the PV^2 ; P are the pedestrians and V are the vehicles. By counting the number of pedestrians, vehicles / cycles (3 x cycles is counted as one vehicle) over a period of time, the PV^2 formula can be applied to determine if it meets the criteria, or not.

The PV^2 is applied to the busiest half hour period of the survey, further factors are applied such as road and footpath width, vehicle speed, visibility and accident history.

Regular pedestrian and traffic surveys are undertaken at each site to confirm the need for a SCP. Sites are categorised into relevant grading's based on pedestrian and vehicle traffic figures i.e.: Grade A, Grade B and Grade C.

The full list of our School Crossing Patrol sites and grading's are listed in Appendix 1.

6 Management

Responsibility for the Service

The School Crossing Patrol Service is managed by Children and Families Directorate; the Services falls within Education under the Capital Projects and Place Planning Lead. We employ a School Crossing Patrol Manager and School Crossing Patrol Co-ordinator, with responsibility for 44 staff.

A ratio of one supervisor for every 25 School Crossing Patrols is recommended by the guidance.

Supervision of the School Crossing Patrol Service is undertaken by the School Crossing Patrol Manager and School Crossing Patrol Co-ordinator. The School Crossing Patrol Manager and School Crossing Patrol Co-ordinator are responsible for recruiting and managing staff. They liaise with the staff, ensuring cover on all sites where possible. They are responsible for training staff, reporting incidents dealing with complaints and liaising with appropriate bodies as necessary.

7 Operational Procedures

School Crossing Patrol operatives must be trained, have satisfactory references, be Disclosure Barring Service (DBS) checked and competent will be allowed to undertake the role of School Crossing Patrol Operative. All School Crossing Patrol Operatives will be re-assessed on a regular basis to ensure they are complying with the procedures as set. The School Crossing Patrol Operative must be prepared to work alone in accordance with the Council's Lone Working Policy, they will be exposed to all weather conditions and are required to stand. The Management of Health & Safety at Work Regulations 1999 require that employers assess risks to young people (defined as someone above compulsory school age but under 18) There is no upper age limit for a School Crossing Patrol Operative but they must be able, fit and healthy.

8 Uniform and Equipment

School Crossing Patrol Operatives must be provided with, and wear while working, high visibility garments complying with both the Home Office Circular 3/1989 and British Standard EN 471 the European Standard for High Visibility Clothing. School Crossing Patrol staff must ensure that the full uniform is always worn whilst on duty. Including hat and approved stop sign and that their coat is fastened.

9 Appearance and Behaviour

School Crossing Patrol Operatives must be neat and tidy, they are responsible for cleaning and maintaining their uniform and stop sign. The sign must always be used when stopping traffic and must be clearly displayed to the traffic. They should set an exemplary example and display high standards of road-crossing behaviour. A School Crossing Patrol Operative's own children must not be present at the place of duty unless they are on their way to or from school. It is essential for the patrol to remain alert. Distractions, such as talking to friends or using in-ear music devices, must be avoided. The School Crossing Patrol Operative must not smoke while at work, use a mobile phone to speak or text and must not be under the influence of alcohol or drugs.

10 Absence and Time Keeping

The School Crossing Patrol Operative must arrive at the crossing point on time and remain there for the agreed period. It is the line manager's responsibility to decide the School Crossing Patrol Operatives operating times, based on the school's pedestrian footfall and opening times. Under no circumstances must the School Crossing Patrol Operative change the hours of duty without the line manager's agreement. It is the responsibility of the School Crossing Patrol Operative to notify their Manager / Co-ordinator when they are likely to be absent from their post. Necessary arrangements will be made to find cover and if cover is not available the school will be notified.

11 Training

Only School Crossing Patrol Operatives who have been trained and are competent should be allowed to work. All necessary training is provided, and any additional training is highlighted during supervision visits and as part of the individual's Appraisal. Refresher sessions are conducted on a regular basis. There is an annual training session provided which is compulsory for all School Crossing Patrols to attend.

12 Monitoring

The School Crossing Patrol Manager / Co-ordinator regularly monitor patrols.

13 Hazard Warning Lights

When hazard warning lights protecting crossings are installed, it is the School Crossing Patrol Operative's responsibility to switch them on and off at stated times. It is very important that the lights are switched off immediately after each shift. Most of our crossing sites in Redcar and Cleveland have 20mph flashing lights. The Operative must only use keys or other devices approved or supplied by the manufacturer to operate the lights. Use of incorrect magnets may damage the units. Faults should be reported to the School Crossing Patrol Manager / Co-ordinator. They will then contact the appropriate departments who will come out to fix the lights.

It is not necessary for School Crossing Patrol Operatives to work on pelican, puffin or toucan crossings (unless there are exceptional circumstances). However, if they do work on such crossings, School Crossing Patrol Operatives should be specifically trained. They must use the crossing lights to stop traffic and display their stop sign as normal.

14 Reporting Incidents

If someone fails to stop for, or verbally/physically abuses the School Crossing Patrol Operative, the incident should be reported as soon as possible to the School Crossing Patrol Manager or Co-ordinator.

If a road traffic accident occurs:

- Continue to ensure the safety of the children in your charge. This is your main priority.
- If possible, protect the scene. Make sure the incident does not become more serious.
- Please do not administer first aid.
- Instruct a by-stander to telephone the emergency services and contact the school for you.
- Please do not move seriously injured casualties unless there are exceptional circumstances.
- Please do not become involved in arguments and do not make statements to any person other than the police.
- Refer enquiries to the School Crossing Patrol Manager or Co-ordinator.
- Note the registration number of the vehicle(s) involved and names and addresses of drivers and, if possible, independent witnesses.

Please remember that remarks or statements made by you may be used in legal proceedings. School Crossing Patrol Operatives should not make statements on working conditions to anyone, e.g. the press or other bodies, without first discussing the matter with the School Crossing Patrol Manager or Co-ordinator.

15 Recruitment

All recruitment is in accordance with the Redcar and Cleveland Borough Council's Recruitment and Selection Policy.

16 Retention Periods

All staff records and data are kept electronically in accordance with General Data Protection Regulations (GDPR).

Appendix 1

School Crossing Patrol Locations across Redcar & Cleveland.

These sites are regularly reviewed using PV²

West Locality

Crossing Location	Number of Operatives	Pelican	Zebra	Category A, B, C
Flatts Lane (Normanby Primary Academy)	1		1	A
Bankfields / Holmefields Road (Normanby Primary)	V			A
Bankfields / Sainsburys (Bankfields Primary)	1			A
Jubilee Road / Mansfield Road (Bankfields Primary)	1			A
Trunk Road / Birchington Avenue (Grangetown Primary)	2		2	A
Fabian Road / Sandsend Road (Whale Hill Primary)	1			A
Nunthorpe Road / Guisborough Road / Gypsy Lane (Nunthorpe Primary Academy / Nunthorpe Academy)	1	1		A
Ormesby Bank / Westbank (Ormesby Primary)	1			A
Ormesby Bank / Sunnyfields (Ormesby Primary)	V	1		A
High Street / Henry Taylor Court (Ormesby Primary)	V	1		A
B1380 / Allendale Road (Ormesby Primary / St. Gabriel's Catholic Primary / Overfields Primary)	1			A
Allendale Road / Daisy Lane (Overfields Primary / St. Gabriel's)				A
Normanby Road / Thursby Drive (Overfields Primary / St. Gabriel's)	2			A
Trunk Road / Beech Grove (South Bank Primary / St. Margaret's Catholic Primary)	2			A
Normanby Road (St. Margaret's Catholic Primary / South Bank Primary)	1			A

Central Locality

Crossing Location	Number of Operatives	Pelican	Zebr a	Category A, B, C
Redcar Lane / Ings Road (Ings Farm Primary / John E. Batty Primary)	1			A
Thrush Road / Olliver Street - Redcar (Zetland Primary)	1			A
Coatham Road / Coatham Primary School (Coatham Primary)	1			A
Mersey Road / Newcomen Primary School (Newcomen Primary)	1			A
Kirkleatham Lane / Derwent Road (Newcomen Primary)	V			A
Kirkleatham Lane / Cut through to Trent Road / Welland Road (Newcomen Primary)	1			A
West Dyke Road (Lakes Primary School / KS1)	V			A
West Dyke Road (Lakes Primary School / KS2)	1			A
West Dyke Road / Micklow Close (Green Gates Primary)	V			A
Mersey Road / Sacred Heart Field (St. Benedict's Catholic Primary)	1			A
Greenstones Road / Cormorant Drive (Wheatlands Primary)	1			A
Greenstones Road / Brackenberry Crescent / Hundale Crescent (Wheatlands Primary)	1			A
Redcar Lane / Warwick Road (Ings Farm Primary)	1			A
Borough Road / Stirling Road / Ings Road (Ings Farm Primary)	1			A
Redcar Lane / Junction of School Close	1			A
Redcar Lane (Zetland Primary)	1			A
Churchill Drive / Redcar Road (St. Bede's Catholic Primary / Westgarth Primary)	1			A
Windy Hill Lane (Errington Primary)	1			A
Redcar Road / Westgarth School (St. Bede's Catholic Primary / Westgarth Primary)	1			A
Redcar Road / Eastfield Road (St. Bede's Catholic Primary / Westgarth Primary)	V			A
Birkdale Road / New Marske Primary School (New Marske Primary)	1			A

East Locality

Crossing Location	Number of Operatives	Pelican	Zebra	Category A, B, C
Windsor Road / Old School Steps (Saltburn Primary)	1			A
High Street Brotton / The Avenue (Badger Hill Primary)	1			A
Bolckow Street (Chaloner Primary - KS1)	1		1	A
The Avenue / Campion Drive (St. Paulinus Catholic Primary / Galley Hill) and The Avenue (Outside Sainsburys)	1			A
Stokesley Road / The Avenue (St. Paulinus Catholic Primary / Galley Hill)	1			A
West Road Loftus / West Park Avenue (Handale Primary)	1			A
West Road Loftus / Whitecliffe Terrace (Handale Primary)	V			A
Station Road Loftus / Path leading to Loftus Primary KS2	1			A
Whitby Road East Loftus / Bus Depot – Loftus Primary	1			A
Easington Road / Whitby Road / Glebe Gardens – Easington (Loftus Primary)				A
Saltburn Lane Station Road (Skelton Primary)	1			A
Station Road / Skelton School KS1 (Skelton Primary)	1			A
Byland Road / Hollybush Estate / KS2 (Skelton Primary)	1			A
North Skelton Road / Byland Road (Skelton Primary)	V			A
Eglinton Avenue / Lauderdale Avenue (Belmont Primary)	1			A
High Street / Boosbeck (Lockwood Primary)	1			B

List of Related Documents

- School Crossing Patrols Act 1953
- School Crossing Patrol Order 1954
- Road Traffic Regulations Act 1984
- Transport Act 2000
- Road Traffic Offenders Act 1988
- Road Safety GB School Crossing Patrol Guidelines 2022
- Redcar & Cleveland Borough Council's Home to School Transport Policy
- Local Transport Note 1/95 (GOV.UK)
- The Management of Health and Safety at Work Regulations 1999
- Home Office Circular 3/1989 (SCP Uniform Standards)
- EN Standards – EN 471 – High Visibility Clothing
- General Data Protection Regulation